 Copy Center Work Request

 **PLEASE NOTE: incomplete work requests will delay copy job.**

|  |  |  |
| --- | --- | --- |
| Date Submitted:       | Date/Time Due:       | Job Name/Description:       |
| Contact Name:       | Department:       | Ext:       |
| Fund #       | Org #       | Acct # 71215 | Prog #       | THIS AREA FOR COPY CENTER ONLY Job#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Start: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_End: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total Impr Charge: \_\_\_\_\_\_\_\_\_\_\_\_Comp by: \_\_\_\_\_\_\_ Cost: \_\_\_\_\_\_\_\_Diff: \_\_\_\_\_\_\_\_ Machine  Operator |
| **[ ]  B&W Ink**  |  | **[ ]  Color Ink**  |  |  |
| **NEW: All copies will be printed 2 sided unless this box is checked.** **[ ]**  |  |
| (indicate the quantity yielded after cutting. ie 1 2 = 2 copies) |  |
| **Number of Copies:**  |       | **# of originals**        | (a page printed front and back is considered to be 2 originals) |  |
| **Paper Color:**   |       | \*Please note not all colors are available in all paper sizes |  |
| **Paper Size**:  | [ ]  8.5 x 11 | [ ]  8.5 x 14  | [ ]  11 x 17 |  |
| **Stapling:** ()  | [ ]   |  | [ ]  |  | [ ]   |  | [ ]   |  |  |
| **Folding:** () | [ ]  Half  | [ ]  Letter  | [ ]  Roll  | [ ]  Double-Parallel |  |
| Fold logo in or out?  |       |  |  |
| [ ]  Three-hole Punch | [ ]  Scanning  | [ ]  Shredding | [ ]  Spiral Bind  | [ ]  Laminate  | [ ]  Inserting  | [ ]  Collate  | [ ]  Cut |
| **Delivery:** | [ ]  No  | [ ]  No, call when ready        | [ ]  Yes, | building and room #       |
| **Special Instructions**:  |       |
| **Exam or Confidential item?**  | [ ]  Yes [ ]  No | **Signature:**       |

 **Copy Center Questions? Call X1935 • Email** **copies@umw.edu**